CITY COUNCIL
ATLANTA, GEORGIA

05-R -0389

A RESOLUTION BY
CITY UTILITIES COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR DESIGNEE TO ISSUE A NOTICE-TO-PROCEED WITH METCALF & EDDY/CARDOZA ENGINEERS, A JOINT VENTURE, FOR FC-7619-03E, ARCHITECTURAL AND ENGINEERING SERVICES FOR R. M. CLAYTON WATER RECLAMATION CENTER PRIMARY SIDE IMPROVEMENTS ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED NINE HUNDRED SEVENTY-NINE THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS ($979,555.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J28 524001 Q32I20259999 (2004 WATER AND WASTEWATER BOND FUND).

WHEREAS, the City of Atlanta (the "**City**") did enter into FC-7619-03E, Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Commissioner of the Department of Watershed Management requires Architectural and Engineering Services for R. M. Clayton Water Reclamation Center Primary Side Improvements in the amount not to exceed Nine Hundred Seventy-nine Thousand Five Hundred Fifty-five Dollars ($979,555.00); and

WHEREAS, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer for the Department of Procurement have recommended Metcalf and Eddy/Cardozo Engineering, Joint Venture, to provide Architectural and Engineering Services to make several mechanical and process improvements in the primary area at the R. M. Clayton WRC to improve systems performance and reliability.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approve a notice-to-proceed with Metcalf and Eddy/Cardozo Engineering, a Joint Venture, for FC-7619-03E, Annual Contract for Architectural and Engineering Services; in the amount not to exceed Nine Hundred Seventy-nine Thousand Five Hundred Fifty-five Dollars ($979,555.00); and

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate agreement for execution by the Mayor to be approved by the City of Atlanta as to form.

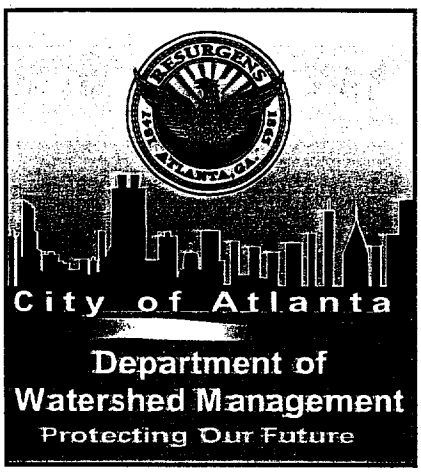
BE IT FURTHER RESOLVED, that this notice-to-proceed should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said notice-to-proceed shall be charged to and paid from fund account and center number: 2J28 524001 Q32I20259999 (2004 WATER AND WASTEWATER BOND FUND).

2/18/05 DOP (ADS)

A true copy,
Rhonda Dauphin Johnson
Municipal Clerk, CMC

ADOPTED by the Council March 7, 2005
APPROVED by the Mayor March 15, 2005



City of Atlanta
Department of Watershed Management

PROPOSAL

RM CLAYTON
WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

January 2005

SUBMITTED BY:

The Joint Venture of
METCALF & EDDY/CARDOZO ENGINEERING

M&E Ce

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

SCOPE OF SERVICES

1. GENERAL

The objective of this proposal is to provide evaluation and design services for the Primary Side Improvements Project for the R.M. Clayton Water Reclamation Center (WRC).

The Joint Venture of Metcalf & Eddy/Cardozo Engineering (M&E/CE) will provide technical, supervisory, and administrative personnel to ensure the expeditious completion of the work specified herein, in compliance with local, State and Federal Regulations.

2. DESCRIPTION OF WORK

Objectives

The overall objective of the project is to make several mechanical and process improvements in the primary area at the WRC to improve systems performance and reliability. The following scope of services has been developed by M&E/CE in consultation with the WRC staff and the City's Project Manager.

Several studies, preliminary evaluations, sketches, etc. related to these subtasks have been conducted by the City and/or its consultants in the past. Many of these were targeted to very specific, emergency or short-term fixes for the Plant. The M&E/CE team will gather and review these documents, so as to generate an all encompassing Primary Side Improvements design package with minimal duplication of effort.

A Technical Memorandum will be prepared only for those subtasks which require evaluation of different alternatives. M&E/CE will consult with the City when preparing the Technical Memoranda to ensure the City's requirements, including long-term objectives, are best achieved with the selected alternative. The Technical Memorandum will include alternatives evaluated, related issues, and selection criteria/process. Final and draft Technical Memoranda, as needed, will be submitted to the City on an as-completed basis.

A Subtask Fact Sheet will be prepared for each subtask. The Subtask Fact Sheet will outline the issue(s) and will include a brief summary of detail design requirements (design criteria, preliminary layouts, etc.), opinion of probable costs (detailed design and construction), and remarks, including those related to coordination with other subtasks, Task Orders, etc.

All Technical Memoranda and Subtask Fact Sheets will be compiled into a single Design Development Report (DDR) to be used as a guide for the design team to generate detailed construction documents.

Task 1 - Project Management

M&E/CE will designate a Task Manager who will act as the team's representative for the project, and who will be the single point of contact between the City and the M&E/CE team for matters concerning the project. The Task Manager will also be responsible for management of the team's efforts to accomplish the work described in this document.

Project Management effort will consist of:

1.1 Work Plan. A Work Breakdown Structure (WBS) plan will be prepared. The WBS will organize the work into activities, with each element having an identifiable beginning and end. Tasks will match the activities tracked in the Project Schedule. EPD and permit driven items will be addressed. The deliverables associated with each task and its estimated delivery date will be included. The WBS will contain a summary of the task budget, showing labor costs and man-hours allocated to each task. A draft Work Plan will be submitted to the City for review and approval. Following a 10-day City review, the Work Plan will be revised to incorporate the City's comments.

1.2 Scheduling. A detailed Project Schedule showing all major subtasks with their start and completion dates, deliverables, and date of delivery to the City will be developed. The schedule will be developed using Microsoft Project or other suitable scheduling tool.

1.3 Progress Reports. Monthly progress reports describing the work accomplished, products delivered, problems encountered or anticipated, and the rate of work progress will be prepared. This report will include an updated Project Schedule, summarizing progress and new milestone dates as necessary. A list of project issues, outstanding decisions, and issues requiring a response from the City will be included in the progress report.

1.4 Partnering. An informal partnering workshop will be held at the beginning of the project. The meeting will be conducted by an independent facilitator at a neutral site for key members of the project team. The partnering session will include a discussion of the project objectives, expectations, values and issues. The workshop will conclude with the preparation of a team charter. The charter will contain a mission statement, a list of measurable objectives, key project assignments (both City and Engineer's staff) and a mechanism for making decisions. Action plans will be developed to address specific issues of concern.

1.5 Progress Meetings. Monthly progress meetings will be conducted at the M&E/CE project office or other agreed upon location to review works progress, evaluation methods and preliminary findings with the City. Additional informal meetings may be called at any time for coordination.

1.6 Documentation. Project records and minutes of all meetings will be maintained.

i. Draft submittals of all records and minutes will be made to the City for review and comments.
ii. A review meeting will be conducted if an explanation of the comments is required and a course of action will be agreed upon for each comment.
iii. The agreed upon changes to the documents will be incorporated and revised submittal will be made to the City.
iv. Documentation will also be maintained on the City's Expedition System.

Deliverables:

- Work Breakdown Structure
- Project Schedule
- Progress Meeting Minutes (Expedition)
- Partnering Workshop Summary
- Monthly Progress Reports (Expedition)

Task 2 - Preliminary Design

A detailed list of proposed primary side improvements is provided as Appendix A. Major subtasks of the Preliminary Design phase are listed below.

2.1 Data Collection/Evaluation/Coordination with Field Staff. Key design staff will visit and inspect the project site and gather all information relative to the projects. This will include the locations of all existing buildings, infrastructure, utilities, equipment, components, and other attributes likely to have an impact on the project. Necessary investigations of existing equipment conditions, ratings, characteristics, and electrical distribution systems equipment verifications will be conducted. All work will be coordinated with field staff stationed at the WRC to ensure issues are appropriately addressed and to avoid duplication of effort.

2.2 Design Development. Technical Memoranda, as required and Subtask Fact Sheets will be prepared for each subtask.

2.3 Design Development Report (DDR). All finalized Technical Memoranda and Subtask Fact Sheets will be compiled into a single DDR, which will provide a summary of all proposed work to be performed under this Task Order and include opinion of probable construction cost(s). The City may use the DDR to establish priority for each subtask and to determine the most effective packaging of subtasks under this and other Task Orders into construction bid packages.

Deliverables:

- Technical Memoranda, as required (12 copies)
- Design Development Report (12 copies)

Task 3 - Design Services

During the design phase, construction contract bid documents will be produced based on the DDR. Existing, as-build drawings will be used as the basis for new drawings where possible in order to streamline drawing production.

3.1 Design Meetings & Reviews. In addition to the monthly progress meetings addressed under Task 1 hereinabove, major design review meetings will be held with the City staff at the 60% and 90% completion milestones. Twelve (12) copies of the documents will be provided to the City for review purposes for each design review. M&E/CE will incorporate the City's comments into the final plans and specifications.

3.2 Contract Documents. Detailed design will consist of preparation of general, civil, structural, mechanical, HVAC, plumbing, electrical, instrumentation, and standard detail drawings. Drawings will be prepared using AutoCAD format.

The City's standard master construction specifications will be used as the basis for the technical specifications for the project. Suitable manufacturers and suppliers will be identified for each specified item. All specifications will be formatted for Microsoft Word including track editing.

The City's latest front end documents will be used for the General and Special Conditions sections of the documents. Requirements for special provisions will be carefully evaluated with the City and Bid tabulations developed, such that the facilities and systems may be bid in separate Contracts as budgets dictate.

3.3 QA/QC Reviews. City and internal design reviews at the 60% and 90% completion milestones will be conducted, and review comments addressed and incorporated in the design accordingly.

3.4 Engineers Cost Estimate. Cost estimates will be made using the City's standard cost estimating software. Cost estimates will be provided at the 60% and 90% review submittal to allow changes necessary to accommodate project budget to be made prior to bid. A final engineer's estimate will be provided at the submission of final bid documents.

3.5 Permitting Reviews. City and EPD review sets, as required to obtain building permits and maintain project schedule, will be prepared. Responses to all questions from the regulatory review will be made and the design will be updated as required.

Deliverables:

- 12 copies of 60% review documents
- 12 copies of 90% review documents
- 12 copies of 100% bid documents
- Regulatory review documents as needed. A maximum of twenty (20) design document sets is planned. Added sets will be provided at cost to facilitate bidding
- Construction cost estimate at 60%, 90%, and 100% design submittal

3. BUDGET

Appendix B indicates the budget for this project, actual detailed design costs will be re evaluated following preliminary design.

4. SCHEDULE

The project will be conducted as expeditiously as possible, with each of the following milestones based on the date of Notice to Proceed (NTP). Schedule is based on calendar days.

Finalize Work Plan	15 days after NTP
Complete evaluation phase	100 days after NTP
DDR Submittal	110 days after NTP
60% Design Submittal	160 days after NTP
90% Design Submittal	260 days after NTP
100% Design Submittal	300 days after NTP

Total time for the design project is 300 days after notice to proceed, unless changed by agreement between M&E/CE and the City.

5. M&E/CE TEAM

An organization chart denoting key project personnel likely to be utilized for this project is provided in Appendix D.

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

Scope of Services

APPENDIX A

MAJOR SUBTASKS - DETAILS

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

MAJOR SUBTASKS - DETAILS

This section includes a detailed description of each major subtask. Miscellaneous items are grouped together and are those with less than $100,000 construction cost. Although low cost, these items are critical to the Plant operation and reliability. Items requiring minimal design time that will be handled under the construction contract allowances are not listed.

Evaluations will address constructability, sequence of construction, civil, structural, architectural, process mechanical, building mechanical (plumbing and HVAC), instrumentation and control (I&C), and electrical requirements, as applicable, with descriptions of their impact on the treatment process.

Abandon Old Headworks Facility

The old headworks facility was abandoned upon startup of the new headworks facility constructed under the RM Clayton Phase 3 Plant Expansion Contract. The Plant bypass screening and disinfection systems, electrical and control services, and other utilities are operable in the now abandoned facility. Therefore, these systems must be decommissioned and properly abandoned to eliminate maintenance needs. The scope of this subtask includes:

- Identifying and documenting existing control, power, and utilities which pass through the old headworks facility and defining how they can be abandoned and suitably relocated.
- Identifying abandoned equipment and associated piping, and odor control ductwork to be removed.
- Assessing the building conditions to identify areas with structural leaks and remediation activities to reduce maintenance expenditures.
- Develop order of magnitude cost estimates and construction sequencing for abandonment of process components and utilities.

Preliminary Design Deliverable: Technical Memorandum discussing the different alternatives, and Subtask Fact Sheet to be included in the DDR.

Primary Chemical Feed Facility Upgrade and Injection Optimization

The existing primary chemical feed facility requires modification to replace corroded and weakened structures, process equipment, piping, safety equipment, and electrical and control systems. The facility requires equipment and process upgrades to ensure chemical process reliability.
Additionally, the current chemical injection of ferric and caustic into the primary effluent channel and downstream of the Ultraviolet (UV) effluent, respectively, requires an assessment to define

the most beneficial chemical injection location for process optimization. The scope of the preliminary design efforts for this subtask includes:

- Evaluate primary chemical feed facility and determine what is required to improve its structural integrity and integrity of mechanical, electrical, and control systems. Define components of existing systems to be reused and replaced.
- Meet with Plant staff and determine alternate ferric and caustic feed locations.
- Develop alternatives for chemical storage, feed, and control systems.
- Develop alternatives to improve access for 5,000-gallon capacity chemical tanker trucks.
- Develop sequence of construction to minimize down time.
- Develop construction cost projections for alternative(s).
- Discuss with the City and develop final alternative selected.

Preliminary Design Deliverable: Technical Memorandum presenting the recommended chemical feed facility upgrades and alternatives for chemical injection optimization. The information will be included in the DDR.

New Primary Area Electrical Building

The existing primary electrical equipment is housed in the wet and corrosive environment of the primary sludge pump houses. A new electrical building located between these facilities is required to house this equipment and reduce its rate of degradation. The scope of the preliminary design efforts for this subtask includes:

- Assessing the existing electrical and control systems and determine what equipment will be relocated or replaced.
- Developing a floor plan and layout of new electrical building, including classification of space, access, and HVAC requirements.
- Developing a sequence of construction to minimize down time.
- Developing construction cost projections.
- Discuss with the City and develop final alternative selected.

Preliminary Design Deliverable: Technical Memorandum discussing the various alternatives assessed and recommended alternative and Subtask Fact Sheet to be included in the DDR.

Replace Primary Clarifier Scum Pumping System

The existing primary clarifier scum pumping system is well over 20 years old, corroded, inoperable, and requires replacement. The systems malfunction causes a build-up of scum and floatables at the primary clarifiers resulting in odors and poor settlement. In the worst cases, the scum and floatables pass through the primary clarifiers to the downstream unit processes resulting in the same problems. There is one dedicated primary scum pump for each of the eight (8) primary clarifiers and a common 4-inch scum header that discharges scum at the digesters. The scope of the preliminary design efforts for this subtask includes:

- Develop and evaluate alternative scum removal and pumping system.
- Determine components of existing systems that can be reused.
- Evaluate existing discharge header and determine if it needs to be replaced.
- Develop construction cost projections for alternatives.
- Discuss with the City and develop final alternative selected.

Preliminary Design Deliverable: Technical Memorandum discussing the various alternatives evaluated and the recommended alternative, and Subtask Fact Sheet to be included in the DDR.

Miscellaneous

The scope of the preliminary design efforts for this subtask includes:

- Primary Effluent Channel:
  - Replace plank grating over flow splitter structure.
  - Evaluate condition and repair defective concrete and grout in the flow splitter structure.
- Primary Sludge Pump Houses:
  - Replace primary sludge (centrifugal) pump seal water piping.
  - Replace MCC wires (if new electrical room not provided).
  - Provide MCC-4C with redundant source of power.
- Primary Odor Control: Modify lift system in the odor control facility to meet Plant requirements.
- Abandon Chlorine Building: Decommissioning and properly abandon to eliminate maintenance needs. This includes removing all equipment and associated piping and utilities.
- Primary Bypass Flow Meter: Reestablish existing inoperable flow meter installation.

Preliminary Design Deliverable: Subtask Fact Sheets to be included in the DDR.

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

Scope of Services

APPENDIX B

BUDGET

APPENDIX B

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

METCALF & EDDY / CARDOZO ENGINEERING

RM Clayton WRC Primary Side Improvements

TASKS	LABOR CLASSIFICATION											TOTALS				
	Project Director	Technical Specialist	Project Manager	Engineer E6 - Office	Engineer E5 - Office	Engineer E4 - Office	Designer D4 - Office	Cost Estimator	Word Processor	Field Technician	HOURS	LABOR COST	ODCs COST	SUB TASK COST	Average Cost/Hr	TOTAL COST
TASK 1 - Project Management	16		160						80		256	$32,614		$32,614	$127	**$32,614**
TASK 2 - Preliminary Design													**$16,600**	$16,600		**$268,016**
2.1 Data Collection/Evaluation/Coordination with Field Staff			12				40		32		84	$7,866		$7,866	$94	$7,866
2.2 Progress Meetings			32	16	32	16			40		136	$14,260		$14,260	$105	$14,260
2.3 Partnering and Workshops			24	16	24	24			20	64	172	$17,200		$17,200	$100	$17,200
2.4 Field Investigations			8	8	24	32			8	120	200	$18,613		$18,613	$93	$18,613
2.5 Detailed Studies - Abandon Old Headworks Building		8	24	40	32	80	16				200	$21,378		$21,378	$107	$21,378
2.6 Detailed Studies - Primary Chemical Feed Upgrade		8	24		80	64	16				192	$19,924		$19,924	$104	$19,924
2.7 Detailed Studies - New Primary Area Electrical Building		8	24		80	80	16				208	$21,260		$21,260	$102	$21,260
2.8 Detailed Studies - Replace Primary Clarifier Scum Pumping		8	24	80	80	64	16				272	$29,773		$29,773	$109	$29,773
2.9 Detailed Studies - Miscellaneous		24	32	40	80	96	40				312	$33,730		$33,730	$108	$33,730
2.10 Design Development Report		12	40	24	80	120	120		60		456	$44,520		$44,520	$98	$44,520
2.11 Opinion of Probable Cost for Various Packaging Options			8	16	48	24		48			144	$10,124		$10,124	$70	$10,124
2.12 Permitting/Code Requirements			4	16	48	60					128	$12,480		$12,480	$97	$12,480
TASK 3 - Detailed Design													**$24,900**	$24,900		**$678,926**
3.1 General Design Requirements			16	16	32	40	446		120	160	830	$74,940		$74,940	$90	$74,940
3.2 Abandon Old Headworks Building		24	32	96	96	296	480			40	1064	$103,057		$103,057	$97	$103,057
3.3 Primary Chemical Feed Upgrade		16	32	96	96	280	480			40	1040	$100,324		$100,324	$96	$100,324
3.4 New Primary Area Electrical Building		16	32	96	120	340	480			40	1124	$107,735		$107,735	$96	$107,735
3.5 Replace Primary Clarifier Scum Pumping System		16	24	64	96	380	460				1040	$98,123		$98,123	$94	$98,123
3.6 Miscellaneous		24	48	120	120	200	340				852	$86,332		$86,332	$101	$86,332
3.7 60% Complete Cost Estimate & Design Review		40	24	40	24	16	60	32			236	$24,917		$24,917	$106	$24,917
3.8 90% Complete Cost Estimate & Design Review		40	24	40	40	16	60	32			252	$26,519		$26,519	$105	$26,519
3.9 100% Complete Cost Estimate & Compile Bid Package		10	24	40	40	60	120	16			310	$31,888		$31,888	$103	$31,888
TOTAL HOURS	16	254	672	864	1,272	2,288	3,190	128	360	464	9,508	—	—	—	$103	—
$/hr	$174.74	$174.74	$150.14	$123.11	$100.13	$83.46	$92.22	$95.83	$71.25	$89.06						
TOTAL COSTS	$2,796	$44,384	$100,894	$106,367	$127,365	$190,956	$294,182	$12,266	$25,650	$41,324	—	$938,055	$41,500	$979,555		$979,555

	TOTAL LABOR COST	$938,055
OTHER DIRECT COSTS		
Reproduction	$6,000	
Travel	$4,500	
Communication, Postage	$3,000	
Survey/Geotechnical	$28,000	
	TOTAL OTHER DIRECT COSTS	$41,500
	TOTAL COST	$979,555

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

Scope of Services

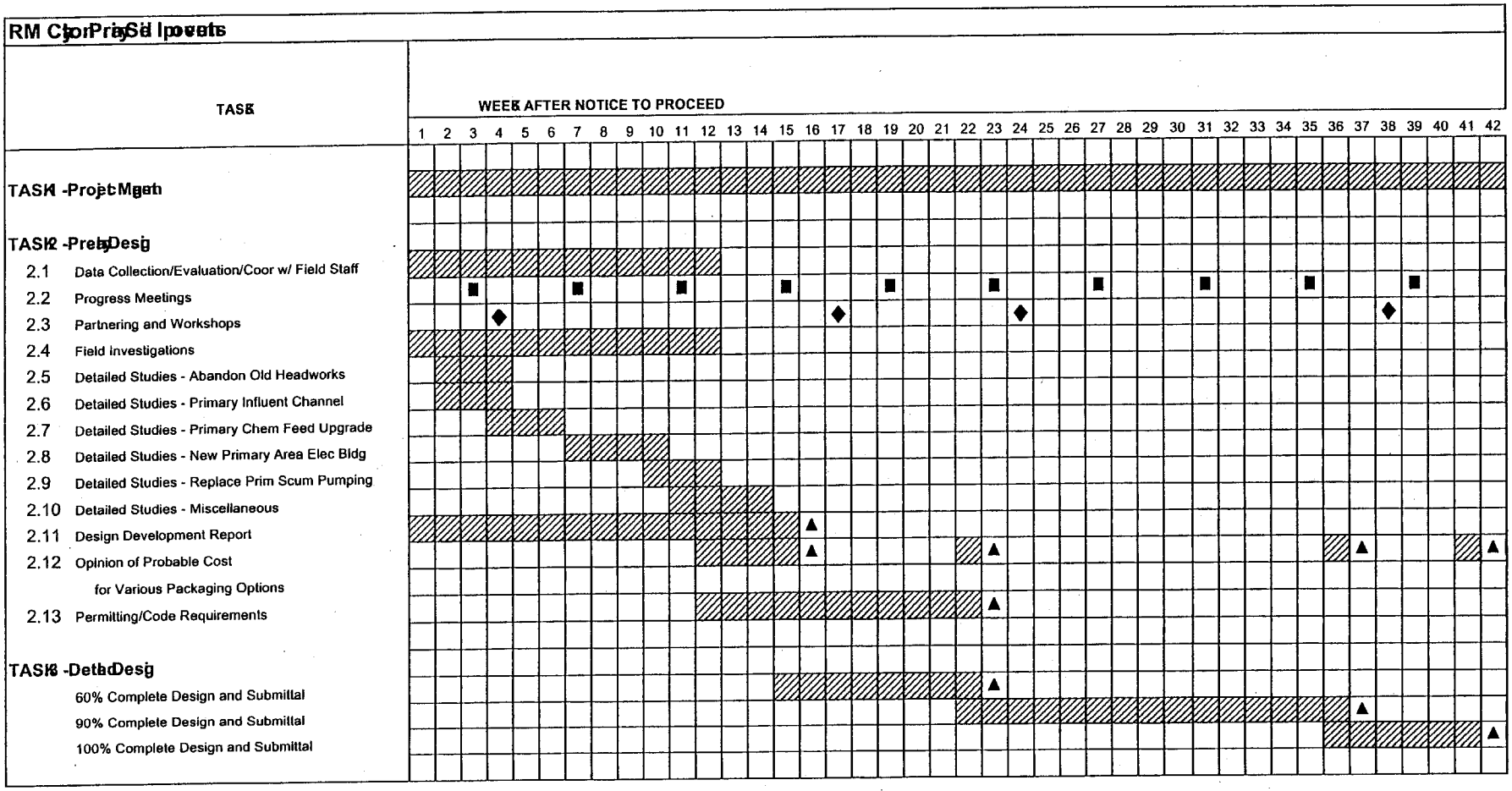
APPENDIX C

SCHEDULE

APPENDIX C

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

METCALF & EDDY / CARDOZO ENGINEERING



▲ Task Milestone
◆ Partnering Session/Workshop
■ Progress Meeting

1/13/2005

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS

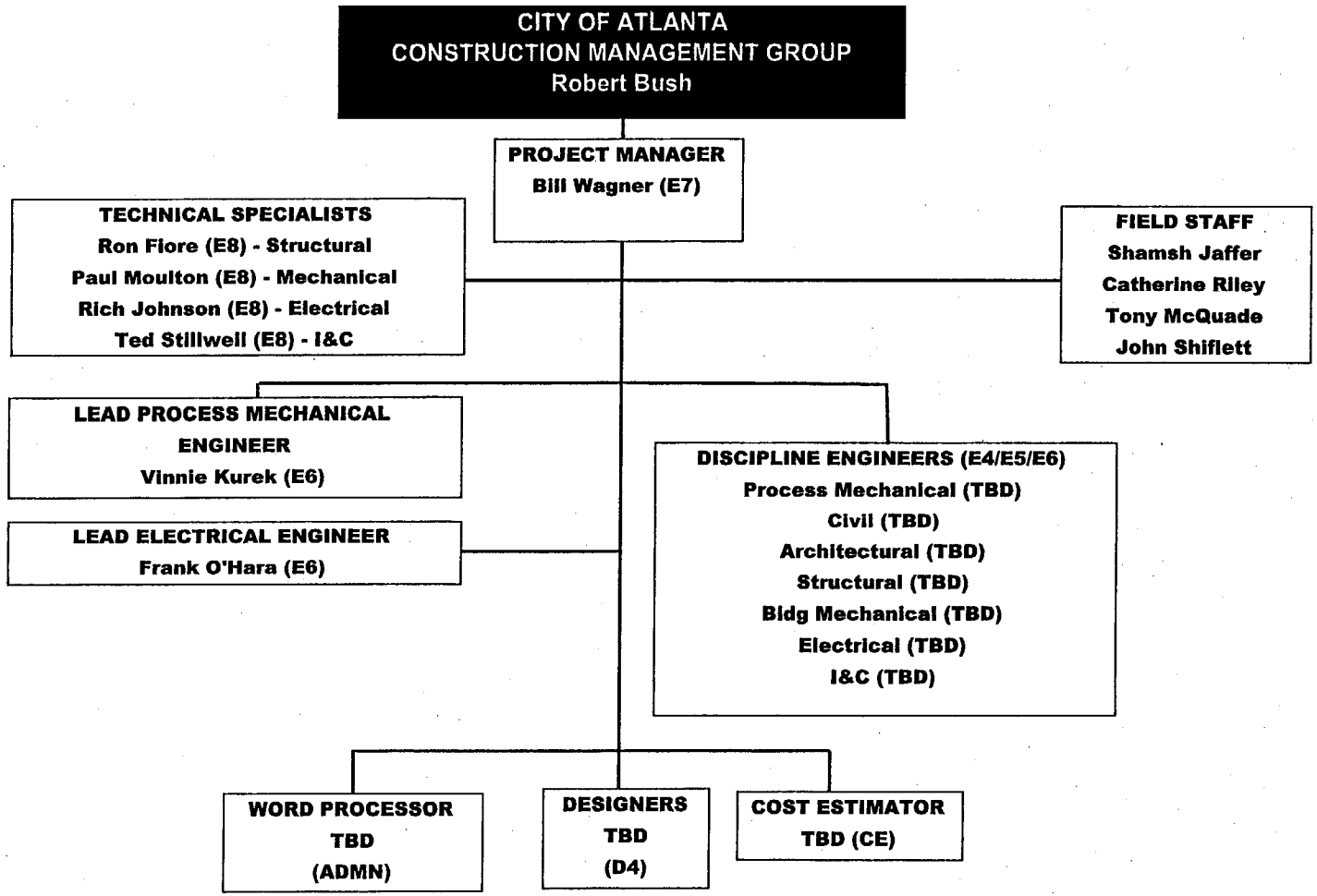
Scope of Services

APPENDIX D

ORGANIZATION CHART

APPENDIX D

RM CLAYTON WATER RECLAMATION CENTER
PRIMARY SIDE IMPROVEMENTS



Classifications without personnel listing will be filled from the M&E/CE Joint Venture resource pool.
This includes:

DMJM	Eagle Environmental Group	Thacker Operating Company
McClier	CCCS	P.M. Holmes & Associates
MHR International	Mosby Law Group	
Street Smarts	WWPS	

2/1/2005

RCS# 6520
3/07/05
1:38 PM

Atlanta City Council

Regular Session

CONSENT I

CONSENT I PGS 4-15

ADOPT

YEAS:	12
NAYS:	0
ABSTENTIONS:	0
NOT VOTING:	1
EXCUSED:	0
ABSENT	3

Y Smith	Y Archibong	Y Moore	Y Mitchell
B Starnes	Y Fauver	Y Martin	Y Norwood
Y Young	Y Shook	Y Maddox	B Willis
B Winslow	Y Muller	Y Sheperd	NV Borders

05- K -0389
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First Reading
Committee
Date
Chair
Referred To

FINAL COUNCIL ACTION
☐ 2nd ☐ 1st & 2nd ☐ 3rd Readings
☑ Consent ☐ V Vote ☑ RC Vote

A RESOLUTION BY

CITY UTILITIES COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR DESIGNEE TO ISSUE A NOTICE-TO-PROCEED WITH METCALF & EDDY/CARDOZA ENGINEERS, A JOINT VENTURE, FOR FC-7619-03E, ARCHITECTURAL AND ENGINEERING SERVICES FOR R. M. CLAYTON WATER RECLAMATION CENTER PRIMARY SIDE IMPROVEMENTS ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED NINE HUNDRED SEVENTY-NINE THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS ($979,555.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J28 524001 Q32I20259999 (2004 WATER AND WASTEWATER BOND FUND).

Committee	Committee
City Utilities	Date
Date March 1, 2005	Chair
Chair	Action Fav, Adv, Hold (see rev. side) Other
Action Fav, Adv, Hold (see rev. side) Other	Members
Members	
Refer To	Refer To

CERTIFIED

MAR 07 2005

CERTIFIED
MAR 07 2005

Committee	Committee
Date	Date
Chair	Chair
Action Fav, Adv, Hold (see rev. side) Other	Action Fav, Adv, Hold (see rev. side) Other
Members	Members
Refer To	Refer To

MAYOR'S ACTION

☐ CONSENT REFER
☐ REGULAR REPORT REFER
☐ ADVERTISE & REFER
☐ 1st ADOPT 2nd READ & REFER
☐ PERSONAL PAPER REFER

Date Referred	
Referred To:	ADOPTED BY
Date Referred	MAR 07 2005
Refferred To:	COUNCIL
Date Referred	
Referred To:	